

# NEW RIVER VALLEY JOINT BUDGET PROCESS

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## GENERAL BUDGET INSTRUCTIONS:

New River Valley Joint Budget Review External agencies should follow these instructions for the FY 2021 submission of their budget requests for the City of Radford and the counties of Giles, Pulaski, Floyd, and Montgomery.

The forms are attached and can be accessed at Montgomery County's website: <http://www.MontgomeryCountyVA.gov/budget>. Click on the "outside agencies" link in the middle of the page. If you need assistance, please contact Susan Dickerson at the Montgomery County Finance Department at 540-382-6960 or email at [dickersonss@montgomerycountyva.gov](mailto:dickersonss@montgomerycountyva.gov). All the forms are password protected and information can only be entered in the highlighted areas. Either tab or click in the cell you want to enter information. When you have completed a form, save it using a new name.

**NRV JOINT EXTERNAL AGENCIES** – follow instructions on page 1.  
**NRV JOINT HUMAN SERVICES AGENCIES** – follow instructions on page 2.

## NRV JOINT BUDGET REVIEW EXTERNAL AGENCIES:

**Complete these two forms:** NRVJ Budget Form 1A and the NRVJ Budget Form 1B-Revenue and Expense.

### NRVJ BUDGET FORM 1A

Complete this form providing as much documentation as possible. The request should comprehensively address funding and service levels of the agency.

Complete the top section including the Agency Name, name of the Executive Director and Finance Manager. The Primary Contact Person's name, email address, and phone number. Also, include the agency's mailing address.

Explain the purpose of your agency and the services that you provide to the citizens.

What specific outcomes have occurred because of your existing funding?

Complete the **Revenue Section** for FY 2020 Budgeted revenue and FY 2021 *Anticipated* revenue.

- *Note: The 'Increase/Decrease from' and the 'Percentage' columns are formula protected.*

Complete the **Client Section** for FY 2020 Client *Estimate* and FY 2021 Client *Estimate*. All clients should be unduplicated.

- *Note: The 'Increase/Decrease from' and the 'Percentage' columns are formula protected.*

### NRVJ BUDGET FORM 1B-REVENUE AND EXPENSE

Complete this form showing the actual, budgeted, and requested revenue and expenses for your agency. Also, include the number of full time and part time positions and any major property or equipment purchase.



### NRVJ EXTERNAL AGENCIES – YOUR SUBMISSION IS COMPLETE!

- **EACH** jurisdiction's contact person must receive one original hard copy of all forms along with an emailed copy of each form even if funding is not requested. The list of jurisdiction contacts is on the Contact and Check List provided.
- Include one copy of your agency's last audit to **each** jurisdiction or provide an explanation if your agency did not have an independent audit performed for the prior year.



**Deadline for submission is December 30, 2019.**

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## NRV JOINT BUDGET REVIEW EXTERNAL HUMAN SERVICES AGENCIES:

**Complete the following four forms:** NRVJ Budget Form 1A, NRVJ Budget Form 1B-Revenue and Expense, NRVJ Budget Form 2A for Human Service Agencies, and NRVJ Budget Form 2B for Human Service Agencies.

### NRVJ BUDGET FORM 1A

Complete this form providing as much documentation as possible. The request should comprehensively address funding and service levels of the agency.

Complete the top section including the Agency Name, name of the Executive Director and Finance Manager. The Primary Contact Person's name, email address, and phone number. Also, include the agency's mailing address.

Explain the purpose of your agency and the services that you provide to citizens.

What specific outcomes have occurred because of your existing funding?

Complete the **Revenue Section** for FY 2020 Budgeted revenue and FY 2021 *Anticipated* revenue.

- *Note: The 'Increase/Decrease from' and the 'Percentage' columns are formula protected.*

Complete the **Client Section** for FY 2020 *Client Estimate* and FY 2021 *Client Estimate*. All clients should be unduplicated.

- *Note: The 'Increase/Decrease from' and the 'Percentage' columns are formula protected.*

### NRVJ BUDGET FORM 1B-REVENUE AND EXPENSE

Complete this form showing the actual, budgeted, and requested revenue and expenses for your agency. Also, include the number of full time and part time positions and any major property or equipment purchase.

### NRVJ BUDGET FORM 2A for HUMAN SERVICES AGENCIES

Put your agencies name at the top of the form. Complete questions 1-6 with concise answers.

### NRVJ BUDGET FORM 2B for HUMAN SERVICES AGENCIES

Since Form 2B is designed to cover many variables, there may be a request that seems unsuitable for your agency. Please answer all that you possibly can and break down figures by jurisdiction wherever possible.



### NRVJ HUMAN SERVICES AGENCIES – YOUR SUBMISSION IS COMPLETE!

- **EACH** jurisdiction's contact person must receive one original hard copy of all forms along with an emailed copy of each form even if funding is not requested. The list of jurisdiction contacts is on the Contact and Check List provided.
- Include one copy of your agency's last audit to **each** jurisdiction or provide an explanation if your agency did not have an independent audit performed for the prior year.



**Deadline for submission is December 30, 2019.**